



Grants and Contributions Online Services


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You are about to submit an item to [ESDC \(Employment and Social Development Canada\)](#).

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 The [CFP \(Call For Proposal\)](#) Closing Date has passed. Applications are no longer being accepted.

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▶ Organization Identification

▼ Program Selection

Program Group

Youth

Program

Youth Employment and Skills Strategy

▼ Project Identification

Project Title

Flagstaff Youth Initiative

Planned Project Start Date

September 14, 2020

Planned Project End Date

September 16, 2022

▼ Mailing Address

Please select the mailing address for this application. All correspondence will be sent to this address, including any payments.

Help and Support

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Box 450
4809 49th Avenue
Killam, Alberta T0B2L0

▼ Organization Contacts

[Go To Organization Contacts](#)

Lynne Jenkinson

Given Name

Lynne

Surname

Jenkinson

Position Title

Executive Director

Contact Type

Primary Contact

Preferred language of communication - Written

English

Preferred language of communication - Spoken

English

Address Line 1

Box 450

Address Line 2

4809 49th Avenue

City or Town

Killam

Province or Territory

Alberta

Postal Code

T0B2L0

Telephone Number

780-385-3976

E-mail Address

director@flagstaffcs.ca

▼ Organizational Capacity

Does your organization have a governing board that meets on a regular basis?

Are the following written policies in place for delivering projects and services?

Human Resources

Occupational Health and Safety

Other

Does your organization have financial management components in place?

Financial Management System (e.g. tracking expenses, general ledger, etc.)

Policies and Procedures

Staff Managing Finances

For this project, will your organization further distribute funding to any other organizations to support program objectives?

How many employees does your organization currently have?

8

Has your organization undergone any important transformations in the past two (2) years?

No

Please describe how your organization has the experience and expertise to carry out the proposed project activities. If applicable, please include any past experience(s) with ESDC (Employment and Social Development Canada) and the results of the project(s).

Flagstaff Family & Community Services Vision, creating a caring community where people help people through education and support. FFCS is governed by a Board of 9 Municipal Councillors from the Flagstaff Region, representing all Villages, Towns and the surrounding County. FFCS has a full policy governing Board, Staff and Volunteers. FFCS staff consist mainly of an Executive Director, Financial Manager, Counsellor and Administrative Manager, other staff include contract staff for funded programs and partners within the office which also consists of the Flagstaff Community Foundation and Flagstaff's Informed Response Sharing Team Society (FIRST). Mission Statement: FFCS is a community motivated organization which acts as advocate, facilitator and coordinator to bring community awareness of community development and preventive programs through education and support to individuals and families

in need. Philosophy, Goals, Objectives: Since its inception in 1976, Flagstaff Family and Community Services has prided itself on using a community development approach to programming. By "community development," the Flagstaff Family and Community Services program means that an attempt is made to meet local needs through existing resources. When this is not possible, a project may be developed with the assistance of Flagstaff Family and Community Services, after the need has been established and with as much community involvement as possible. By using this approach, Flagstaff Family and Community Services has developed a high level of volunteer involvement in its programs and has maintained a low per capita operating cost. When a service is developed, every attempt is made to ensure the service has a humanistic orientation rather than one with a rigid bureaucratic structure. Flagstaff Family and Community Services is therefore quite flexible in their approach to community and personal needs. Flagstaff Family and Community Services acts primarily as advocator, facilitator and coordinator rather than service provider. In addition to providing service coordination for Persons with Developmental Disabilities, Flagstaff Family and Community Services has focused on the development of community resources through education and partnership processes. The result has been an increasing community awareness of the self-help process and local resources. Flagstaff Family and Community Services does its work based on these premises: a. That people have the resources to provide for their own needs. b. That education and information sharing are the pre-requisite to helping people meet their own needs. d. That any intervention, such as counselling or other service, should meet individual needs. e. That the family, the peer group and the community should be the primary supports for an individual and that all efforts should be made to develop these primary supports rather than supplanting them with agency services. f. That services provided for the community should be primarily preventive in nature and provide long-term support only for individuals with no other support system. g. That the most effective way to develop services and other resources for Flagstaff residents is in partnership with other agencies and businesses with a presence in the community. h. That once a service or resource is developed, its relationship to FFCS may change to any of the following: i. a service or project operated directly by FFCS ii. an independent entity that receives mutually agreed support (financial, administrative or advisory) from FFCS iii. an independent entity that has no formal connection to FFCS; iv. any other structure which meets the needs of the community and fosters effective functioning of the service or project. It is expected that with this philosophy, Flagstaff Family and Community Services will never lose sight of its role in the community as a developer of support systems rather than primary support provider. FFCS has been completing projects similar to this since its inception in 1976. We have been a very good participant and partner with the Federal Government Departments over this time. We have recently been in a contract for Skills Link and are on our 5th intake of 15 or 8 participants (depending on funding) and have shown that we have good financial accountability and responsibility with reports in on-time and budget questions asked and completed very quickly. In the past four intakes of our Skills Link contract we have served 53 participants: 49 have completed their Group Based Employability Skills(92%), 43 completed their work experience(81%) and 14 have plans to pursue further education (26%). We find that because we are in a Rural region

we have good success because there are less distractions for the youth and they attend to their learning and to their jobs. We have also been successful in placing the majority of participants in jobs that have continued past the end date of the program. In each intake we have had more employers lined up than we have youth in the program. All youth get many tickets through their participation in the program and those tickets are used on the ground running for employers. This training saves employers time and money and gives them trained staff up front thanks to the ESDC programming. FFCS has a long history of partnerships in the Flagstaff Region which encompasses 4051.41 Sq Kms or 1563.87 Sq Miles, and in that area only 8, 840 people reside. We also have partners outside the region that we work with to attract all the youth that we serve. We do not have a large immigrant population but have served 5 immigrants or newcomers to Canada in the 53 participants (9%) and 7 Indigenous youth(13%). While we are not in a region that has a large amount of Indigenous youth we usually attract a few through word of mouth. We have a full-time Financial Manager that tracks, pays, accounts for the budget and the Executive Director has a long history of working with the Federal Government Departments that contract out youth programs. We have a very large population of youth who need assistance in learning how to handle the stresses of life. There are more and more mental health issues in our Rural Youth and ESDC partnerships are very important as we want them to be successful in the rural area so we keep growing and sustaining our individuals rather than losing them all to larger urban centres. We can also partner with groups in Camrose to send youth our way because there are less temptations in our rural area. FFCS is known in the area as the go-to for partnerships and community development. We are partnered with all of our 9 Municipalities and our Board is comprised of 9 Municipal Councillors so FFCS has great communication in our area and is known to build programs and projects that give back to community. Our long lasting former contracts with ESDC have provided us with Capital investments making us able to serve the youth in our area and region with a lot of technology. Our partnerships also provide the youth in ESDC programs with opportunities they would not find elsewhere. We have built very successful youth programs and are in contact with many former participants who find FFCS is the safe and secure place they can come to when they need further assistance. All of our staff, in some way, take part in these programs and are very involved. While we hire an outside contract Facilitator to take the reins of the program, all FFCS staff are also involved, using their strengths as co-facilitators and assistant facilitators to work toward success for the youth, the community and the program.

Select the target group(s) that best align with your organization's mandate (more than one may be selected). Note: your answer will not impact the assessment of your proposed project.

▼ Amounts Due

[Go To Amounts Due](#)

▼ Project Description

Project Objectives (They must be clearly linked to the objectives of the program to which you are applying.)

Over the course of Flagstaff Youth Initiative project objectives are: enable youth to acquire and enhance skills, pre-employability skills, employability skills, work experience mentoring and coaching, support youth in making informed career decisions, promote youth as the labour force of the future, support employers in hiring or retaining youth facing barriers, counselling, healthcare, restorative justice (working in partnership with the Camrose organization The Open Door). The program will provide flexible and holistic services to youth age 15 to 30, empowering them to understand and enter the work force. The program will involve mental, physical and life skills training so the youth can develop the skills and gain paid work experience to successfully transition into the labour market. These activities will help youth overcome the barriers to employment and also instil in them the self-confidence they need to move forward onto success. We target youth who are having problems in High School, and work with them to get the needed High School Courses because without Grade 12 it is very difficult to find meaningful employment that pays a living wage. Our youth participants are also experiencing homelessness and to a degree are in a position to be abused. We work to get them housing and other life supports. Our youth are living in a rural, almost remote area. One of the largest drawbacks is that there is no transportation between communities. Youth rely on Parents, family members and friends to travel to workplaces or these programs. The transportation subsidy is a huge part of this program because it gets the Youth to the program which is in a centrally located community within the Flagstaff Region. The success of past programs will be built upon and enlarged and focused. There are many participants grappling with mental health issues and those will be addressed through on-site Counselling and partnerships with Alberta Health Services Mental Health and Addictions Counsellors which are available in the region. The program will enable youth to face up to their challenges and work in a holistic manner to overcome barriers, challenges, peer pressure and family dynamics. The simple fact of building a resume through focussing on strengths, building confidence, building relationships amongst the youth and facilitators and introducing them to services in the community and beyond that are designed to help them and not hinder their growth. Project objectives also include working with Employers to enhance their work force and build on the strengths of the youth and what they can bring to each organization. Youth participants will also focus on learning about post-secondary opportunities which may lead to more long-term employment opportunities. We are in the process of negotiations to install a wheelchair lift in our building and that will be present for these programs so we can have access to youth with physical disabilities.

Project Activities (They must be broken down into clear steps.)

Flagstaff Youth Initiative will operate from September 14th, 2020 to September 30th, 2022: It will consist of 2 intakes of 15 participants each, age 15 to 30. There will be a 3-week start up period for facilitators to find participants and interview them, a 16-week employment strategies component which will focus on

Employability Skills Sessions followed by a 31-week work experience component and a 2-week intake wrap up. There will be one full-time Facilitator for Employability Skills sessions and that position will be four days per week during the Work Experience portion and four part-time facilitators(for 31 weeks) that will each work one day per week to assist in specialty cases and use their talents locally to work the participants toward success in all aspects of life. Intake 1: September 14th to October 1st, 2020: 3-week start-up period: Facilitators will meet with participants and interview them to assess their needs re: homelessness, mental health issues, lack of job experience, etc. 15 participants will be chosen. Participants will be engaged through partnerships with Interagency members (group of Flagstaff region front line workers). Facilitators will interview each proposed participant and take in youth between the ages of 15 and 30 that display eligibility criteria for begin at risk, but ready for education and employment. Our region consists of few self-identifying Indigenous youth. We have recent immigrant youth from Mexico, Philippines and other Asian Countries. October 5th, 2020 to January 22nd, 2021: 16-week Employability skills sessions focussing on successful life skills, enabling youth to acquire and enhance skills, pre-employability skills, employability skills, support youth in making informed career decisions, cooking, childcare possibilities. October 5th to 9th, 2020: Heimler Assessments of all youth. Introduction to computer literacy and tickets available on-line such as WHMIS, Food Safe Course, Cannabis Course, Pro-Serve Course. Introduction to Counselling if needed and services in the area for mental health and addictions. October 12th to 23rd, 2020: Personality Dimensions training: focusing on working in a team environment and why youth work the way each of them do. Application training, filling out applications. Focused Leadership Training. October 26th to November 13th, 2020: First Aid Training, Ground Disturbance, investigating other forms of training that can be found online, we also focus on driver training as it is of the utmost importance that participants have drivers licenses if they want to be successfully employed in rural Alberta. Financial Literacy is a component. Psychological Assessments completed where need is identified. Volunteer component will be introduced as volunteering in Rural Alberta build positive business relationships. November 16th to January 1, 2021: Computer, IPAD technology, what can be done online and how to search for jobs, Colleges, Universities. Dr. Wayne Hammond focussing on how your environment is affecting your outcomes. Working on outcomes of Psychological assessment. Education on work policies, cannabis use and abuse. Turning point presentation on opioid use and mis use. January 4th to January 22nd, 2021: Identifying employment assets, identifying University and college open houses and opportunities. Continuing working on life skills, cooking, nutrition. Sexual Health introduced. January 25th to August 27th, 2021: Participants placed in successful 31-week work experience placements with assistance from facilitators. A longer work experience than past strategies and it assists the employer to keep the employee on and builds a long-term relationship within the program. Employers come from all aspects of the workplace with an emphasis on Oil Field, Agriculture and Retail Small Businesses. August 30th to Sept. 9th, 2021: Two week wrap up. identifying successful outcomes, challenges and strategies to build on. Intake #2: September 27th to October 15th, 2021: 3-week start-up period: Facilitators will meet with participants and interview them to assess their needs re: homelessness, mental health issues, lack of job

experience, etc. 15 participants will be chosen October 18th, 2021 to February 4th, 2022: 16-week Employment Skills sessions focussing on successful life skills, enabling youth to acquire and enhance skills, pre-employability skills, employability skills, support youth in making informed career decisions, cooking, childcare possibilities. October 18th to October 22nd, 2021 Heimler Assessments of all youth. Introduction to computer literacy and tickets available on-line such as WHMIS, Food Safe Course, Cannabis Course, Pro-Serve Course. Introduction to Counselling if needed and services in the area for mental health and addictions. October 25th to November 12th, 2021: Personality Dimensions training: focusing on working in a team environment and why youth work the way each of them do. Application training, filling out applications. Focused Leadership Training. November 15th to December 17th, 2021: First Aid Training, Ground Disturbance, investigating other forms of training that can be found online, we also focus on driver training as it is of the utmost importance that participants have drivers licenses if they want to be successfully employed in rural Alberta. Financial Literacy is a component. Psychological Assessments completed where need is identified. Volunteer component will be introduced as volunteering in Rural Alberta build positive business relationships. December 20th, 2021 to January 7th, 2022: Computer, IPAD technology, what can be done online and how to search for jobs, Colleges, Universities. Dr. Wayne Hammond focussing on how your environment is affecting your outcomes. Working on outcomes of Psychological assessment. Education on work policies, cannabis use and abuse. Turning point presentation on opioid use and mis use. January 10th to January 21st, 2022 : Identifying employment assets, identifying University and college open houses and opportunities. Continuing working on life skills, cooking, nutrition. Sexual Health introduced. January 24th to February 4th, 2022: Job hunting, employment strategies, working toward successful employment placements. February 7th to September 2nd, 2022 to : Participants placed in successful work experience placements with assistance from facilitators. A longer work experience than past strategies and it assist the employer to keep the employee on and builds a long-term relationship within the program. September 5th to September 16th, 2022: Two week wrap up. Identifying successful outcomes, challenges and strategies to build on.

Expected Results of the Project (They must be clearly linked to the project objectives and be specific, concrete and measurable.)

Results for Intake 1: 12/15(80%) participants will complete Employment Strategies during a 16-week program introducing them to employment success strategies. 10/15 (67%) will complete a 31-week work experience building a long-term relationship with an employer 3/15 (20%) will return to Secondary School or apply to and be accepted in Post-secondary, or return to post secondary studies 2/15 (13%) will identify as Indigenous 4/15(27%) will be new Canadians, Immigrants 2/15 (13%) will be single parents 7/15 (47%) will identify as having a mental health/wellness issue 2/15 (13%) will identify as having a physical disability 4/15 (27%) will be youth experiencing homelessness or precarious housing) 15/15 (100%) will be youth living in rural or remote areas Results for Intake 2: 12/15(80%) participants will complete Employment Strategies during a 16-week program introducing them to employment success strategies. 10/15 (67%) will complete a 31-week work experience building a long-term relationship with an employer 3/15 (20%) will return to Secondary

School or apply to and be accepted in Post-secondary, or return to post secondary studies 2/15 (13%) will identify as Indigenous 4/15 (27%) will be new Canadians, Immigrants 2/15 (13%) will be single parents 7/15 (47%) will identify as having a mental health/wellness issue 2/15 (13%) will identify as having a physical disability 4/15 (27%) will be youth experiencing homelessness or precarious housing) 15/15 (100%) will be youth living in rural or remote areas In both intakes the youth will experience employment readiness training, including receiving tickets for all sorts of purposes not only in oilfield work but in childcare work, retail work and all around living skills and coping skills. The Flagstaff Youth Initiative will deal with the specific needs and circumstances of each youth. This will include a meaningful amount of trainings dealing with coping skills, mental health and wellness issues and also precarious housing situations. Each youth will be part of a case management team of trained facilitators and other professionals in the region to deal with all pertinent issues. While the Flagstaff Youth Initiative is based on group work, all participants will have the advantage of working one-on-one with a group of facilitators and professionals dealing with issues that may be pertinent only to them. The Flagstaff Youth Initiative by being tied to Flagstaff Family and Community Services will work to partner with all groups to measure success of the program as a whole.

▼ Project Details

Does the project include Results Measurement indicators?

Yes

If 'yes', please describe how you will meet and track the expected results of the project

We do monthly updates with all participants, in an interview setting. Tracking where they are with all courses and tickets. We also request that they state what they need individually and as a group. These monthly updates/interviews are conducted by two facilitators in a one-on-one setting with participants so they can be fully honest and not be concerned about what others may think of them and what they need. This results in four monthly one-on-one meetings with all participants. It allows facilitators to track expected results and recognize when individual and group needs are not being met. Each participant has an active file and copies of all assessments are kept in these files so facilitators can be made aware of participants moving forward or lagging behind. Each participant will take part in a Heimler assessment in their first week of the employment strategies session. The Heimler is recognized world wide: A History of the Heimler Scale of Social Functioning (HSSF) The Heimler Scale gives a measure of the current level of functioning of an individual. It contains a questionnaire looking at 5 areas in which a person experiences satisfaction (work, finances, friendship, family (childhood and current) and personal life; and 5 areas in which a person experiences frustration (energy, health, relationships, mood levels and escape routes). The responses are weighed. The last 5 questions cover past, present and future, and give an overall view of the person's life as it currently feels to them. The responses are scored and drawn in a diagrammed form - giving a visual indication of the amount of experienced satisfaction and

frustration. The balance of these can be clearly seen by the individual and choices about further action then be taken. Heimler approached mental health from a fresh perspective. As he developed his questionnaire, the HSSF, which was initially designed for the mental health sector, he reversed accepted practice by looking first at what was positive in the individual's current life experience. The ongoing assessments assist facilitators, participants and partners to track successes and face challenges. Participants will be placed in employment situations that will be tracked on a monthly basis to make sure they are working toward success. All employers will be interviewed at least twice during the Job placement portion to make sure participants and employers are seeing expected results. YESS results will be measured by the number of youth served, the number of youth employed or self employed and the number of youth whom return to school.

Does this proposed project fit with your organization's other activities?

Yes

If 'yes', please describe how

Flagstaff Family and Community Services Vision is to create a caring community where people help people through education and support. The Youth Employment and Skills Strategy assists us in doing this by attracting a young demographic to our agency and allows FFCS to educate and support youth age 15 to 30 with the assistance of Federal Funding. FFCS Mission Statement: FFCS is a community motivated organization which acts as advocate, facilitator and coordinator to bring community awareness of community development and preventative programs through education and support to individuals and families in need. The Youth Employment and Skills Strategy fits with this mission as we introduce Youth to preventive programs and community services that can assist them in entering into more successful choices and FFCS Philosophy , Goals, Objectives Since its inception in 1976, Flagstaff Family and Community Services has prided itself on using a community development approach to programming. By "community development," the Flagstaff Family and Community Services program means that an attempt is made to meet local needs through existing resources. When this is not possible, a project may be developed with the assistance of Flagstaff Family and Community Services, after the need has been established and with as much community involvement as possible. By using this approach, Flagstaff Family and Community Services has developed a high level of volunteer involvement in its programs and has maintained a low per capita operating cost. When a service is developed, every attempt is made to ensure the service has a humanistic orientation rather than one with a rigid bureaucratic structure. Flagstaff Family and Community Services is therefore quite flexible in their approach to community and personal needs. Flagstaff Family and Community Services acts primarily as advocator, facilitator and coordinator rather than service provider. In addition to providing service coordination for Persons with Developmental Disabilities, Flagstaff Family and Community Services has focused on the development of community resources through education and partnership processes. The result has been an increasing community awareness of the self-help process and local resources. Flagstaff Family and Community Services does its work based on these

premises: a. That people have the resources to provide for their own needs. b. That education and information sharing are the pre-requisite to helping people meet their own needs. d. That any intervention, such as counselling or other service, should meet individual needs. e. That the family, the peer group and the community should be the primary supports for an individual and that all efforts should be made to develop these primary supports rather than supplanting them with agency services. f. That services provided for the community should be primarily preventive in nature and provide long-term support only for individuals with no other support system. g. That the most effective way to develop services and other resources for Flagstaff residents is in partnership with other agencies and businesses with a presence in the community. h. That once a service or resource is developed, its relationship to FFCS may change to any of the following: i. a service or project operated directly by FFCS ii. an independent entity that receives mutually agreed support (financial, administrative or advisory) from FFCS iii. an independent entity that has no formal connection to FFCS; iv. any other structure which meets the needs of the community and fosters effective functioning of the service or project. It is expected that with this philosophy, Flagstaff Family and Community Services will never lose sight of its role in the community as a developer of support systems rather than primary support provider.

Is your project designed to benefit or involve people in English or French-language minority communities?

Yes

If 'Yes', please provide an explanation and any details on whether consultations will take place with these communities:

We are a fully inclusive program and do not deny anyone who is eligible in the 15 to 30 age group the right to participation. We have a settlement of Low German Mennonite Population that has accessed programs in the past and is expected to access programs in the future. This population is a minority in the region and speak a language that is not written, so they have a hard time getting long-term employment in the region if they are women. The men tend to do manual labour and work for farmers (agriculture industry), the women benefit from this program by heightening their ability to speak English. We have a part-time worker and volunteer whom work within the community and consult with the newcomers and introduce them to available programming. Some are Canadian Citizens through connections in family and others become landed immigrants.

Is your project targeting vulnerable groups?

Will any other organizations, networks or partners be involved in carrying out the project?

Yes

If 'Yes', please clearly identify the role(s) and expertise they will bring to the project

Flagstaff Family and Community Services would not survive successfully in Rural Alberta without a multitude of partners that assist in delivering services.

Partners will include but will not be limited too: Camrose Open Door: Assistance with homeless participants, training on topics such as mental health awareness and tenancy. Battle River School Division: offering work experience credits a minimum of 3 credits for 75 hours participation, up to a maximum of 15 credits for 375 hours participation which would be approximately 11 weeks in the Employment strategies portion of the program. Local Tupperware Consultant-- Amanda Ramone: in partnership with FFCS will work with the participants in preparing take home meals in a healthy and nutritious way. Wild Rose Cooperative: providing work experience for participants Community Press: providing work experience for participants Flagstaff Community Foundation: offering a decrease in rent due as an in-kind partnership Flagstaff's Informed Response Sharing Team (FIRST): offering services such as a Counsellor and trainings on such things as healthy relationships. Flagstaff Family and Community Services: assistance with administration of grant, proposal writing time in-kind, offering assistance with management of program. Safety First (Muirhead)Ltd.: offering safety courses through partnership and will be paid for those courses. BisTrainer: offering on-line courses both paid and un-paid Probit Inc.: offering on-line courses Dean Kelndorfer Computer Services: assistance with computer needs Flagstaff Adult Learning: offering GED courses when needed and required Alberta Health Services: offering presentations on topics such as mental health and addictions. Flagstaff Satellite Dayhome Society: offering assistance with locating subsidized child care in the region, also can be a possible employer if a participants wants to open a registered dayhome. Healthy Families: offering up assistance with parenting skills and sharing participants goals and successes. Prospective Employers: Amped Energy Co. Safety First (Muirhead) Ltd. The Leaf Corp. Home Hardware Forestburg Hardisty Wild Rose Cooperative / Sedgewick Viking Food Store CrossRoads Esso Viking Petro Canada Viking Shell Convenience Store Flagstaff Kids Connection Day Care Daysland Day Care Center Forestburg Meat Market McClellan Dodge Chrysler Dealership Flagstaff Waste Banjo Electric Subway/Killam Killam Crossing American Eagle Costco The Gap Boston Pizza / Leduc Flagstaff Satellite Family Dayhome Society

Does the project address the program's national, regional or local priorities?

Yes

If yes, please select all that apply

- National
- Regional
- Local

▼ Project Locations

[Go To Project Locations](#)

Location Details

Main Location

Yes

Address Line 1

Box 450

Address Line 2

4809 49th Avenue

City or Town

Killam

Province or Territory

Alberta

Postal Code

T0B2L0

▼ Budget

Planned Expenditures			
Cost Category	ESDC (Employment and Social Development Canada)	Other - Cash	Other - In-kind
Administrative Costs			
Administrative Costs	52550	0	0
Capital Costs			
Capital Assets	0	0	0
Direct Costs			

Staff Wages	176731	0	0
Participant Costs	704288	212083	17050
Project Costs	0	0	0
Rent	8000	0	27400
Travel	5880	0	0
Total Planned Expenditures	\$947,449.00	\$212,083.00	\$44,450.00

▼ Anticipated Sources of Contribution

[Go To Anticipated Sources of Contribution](#)

Alberta Health Services

Source Name

Alberta Health Services

Source Type

Provincial

Cash

N/A (Not Available)

In-kind

6000

Confirmed Cash

No

Confirmed In-kind

Yes

ESDC

Source Name

ESDC

Source Type

ESDC

Cash

947449

In-kind

N/A (Not Available)

Confirmed Cash

No

Confirmed In-kind

No

Employers

Source Name

Employers

Source Type

Private sector

Cash

212083

In-kind

N/A (Not Available)

Confirmed Cash

Yes

Confirmed In-kind

No

Flagstaff Community Foundation

Source Name

Flagstaff Community Foundation

Source Type

Non-profit

Cash

N/A (Not Available)

In-kind

27400

Confirmed Cash

No

Confirmed In-kind

Yes

Flagstaff Family &Community Services

Source Name

Flagstaff Family &Community Services

Source Type

Non-profit

Cash

N/A (Not Available)

In-kind

6050

Confirmed Cash

No

Confirmed In-kind

Yes

Flagstaff Satellite Dayhome Society

Source Name

Flagstaff Satellite Dayhome Society

Source Type

Non-profit

Cash

N/A (Not Available)

In-kind

2000

Confirmed Cash

No

Confirmed In-kind

Yes

Healthy Families

Source Name

Healthy Families

Source Type

Non-profit

Cash

N/A (Not Available)

In-kind

3000

Confirmed Cash

No

Confirmed In-kind

Yes

▼ Budget Details

Please check all statements that apply to your planned expenditures of ESDC (Employment and Social Development Canada) funding

Will capital assets be among your planned expenditures with ESDC (Employment and Social Development Canada) funding?

No

Further Budget Details:

We have filled in the Budget Detail Template Youth Employment and Skills Strategy and have attached the document under attachments. We serve a large geographical region and have run Federally Funded programs in the past and shown great success.

▼ Supporting Documents

[Go To Supporting Documents](#)

quotes for services

Document Type

Additional budget information

File Name

Quotes from Instructors.pdf

Letters of Support

Document Type

Letters of Support

File Name

Compiled Letters of support.pdf

2020 to 2022 Budget Detail Template

Document Type

Additional budget information

File Name

YESS FFCS Budget 2020 to 2022.xlsx

▼ Forecast of Project Expenditures

Fiscal Year 2020-2021

	September 2020	October 2020	November 2020
	6000	72000	72000
December 2020	January 2021	February 2021	March 2021
72000	32000	27480	27800

Forecasted Fiscal Year Total: \$309,280.00

Fiscal Year 2021-2022

April 2021	May 2021	June 2021	July 2021
27480	27480	28480	28529
August 2021	September 2021	October 2021	November 2021
27480	12500	72000	72000
December 2021	January 2022	February 2022	March 2022
62000	32000	32000	32000

Forecasted Fiscal Year Total: \$453,949.00

Fiscal Year 2022-2023

April 2022	May 2022	June 2022	July 2022
32000	27480	29800	29480
August 2022	September 2022		
29480	35980		

Forecasted Fiscal Year Total: \$184,220.00

Forecasted Grand Total: \$947,449.00 **ESDC (Employment and Social Development Canada) Project Budget Amount:** \$947,449.00

[Back To Application](#)

Screen Identifier: Contribution-Summary-Summary

Version: 4.9.0



Employment and Social Development Canada / Emploi et Développement social Canada

PROJECT NUMBER:
Official Use Only

BUDGET DETAIL TEMPLATE Youth Employment and Skills Strategy

LEGAL NAME OF ORGANIZATION: Flagstaff Family and Community Services

PROPOSED START/END DATE: September 14th, 2020 to September 15th, 2022

PROJECT TITLE: Flagstaff Youth Initiative

WOULD YOUR ORGANIZATION LIKE TO USE FLAT RATES AS A REIMBURSEMENT FOR THIS APPLICATION? PLEASE NOTE THIS ONLY APPLIES TO OPPORTUNITIES FUND - COMMUNITY COORDINATOR AND SKILLS LINK	No
IF YES, DOES YOUR ORGANIZATION HAVE ADMINISTRATIVE COSTS?	No

TOTAL PROJECT BUDGET RECOMMENDED FROM EMPLOYMENT AND SOCIAL DEVELOPMENT CANADA (ESDC)	\$ -
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PLEASE NOTE THE FOLLOWING:

- For details and information on how to complete this template, please refer to the program specific Applicant Guide.
- Reimbursement will be subject to monitoring and/or audit.
- All requested costs must be linked to the funding proposal and to project activities.
- As indicated in the program specific Applicant Guide, provide the necessary details on how the requested budget amounts in each cost category were calculated.

CATEGORY DETAILS	AMOUNT REQUESTED (\$)	RECOMMENDED AMOUNT (\$) To be completed by ESDC	DETAILED BUDGET DESCRIPTION	COMMENTS To be completed by ESDC
1.: ADMINISTRATIVE COSTS				
1.A: ADMINISTRATIVE COSTS: Provide a detailed overview of all proposed administrative costs.				
a. Audit fees	\$ 5,000			portion of audit fees to include YESS in program Audits over 2 intakes
b. Bank fees	\$ 550			portion of annual bank fees over two intakes
c. Basic telephone fees (including fax lines)	\$ 7,200			portion of telephone fees over two intakes

d.	Contracting (if not contracted specifically to support the project), bookkeeping, janitorial services, information technology, equipment maintenance services, translator, training fees, consultant fees and printing contract fees	\$	4,000				contract support for computer and IPAD technology including printers
e.	Equipment repair and maintenance	\$	4,000				to replace any broken or damaged items over two intakes
f.	Insurance (fire, theft, liability)	\$	-				
g.	Information technology maintenance	\$	2,000				improvements and assistance for information technology maintenance for staff related instances and information for participants
h.	Legal fees	\$	1,200				portion of office supplies, cleaning materials
i.	Materials and office supplies	\$	10,000				portion of monthly internet fees increased due to two intakes
j.	Monthly internet fees	\$	2,400				
k.	Management and administrative staff wages not working on outcome of projects including mandatory employment related costs, Employment Insurance, Canada Pension Plan, Quebec Pension Plan, vacation pay and benefits.	\$	-	\$	-		
l.	Operational printing contracted externally	\$	-	\$	-		
m.	Other non participant-based costs (e.g. water where public water is not safe for drinking)	\$	-	\$	-		
n.	Postage and courier fees	\$	200	\$	-		
o.	Professional development for management and administrative staff	\$	6,000				portion of ongoing training and development for FCCS staff
p.	Rent, lease repairs and leasehold improvements	\$	-	\$	-		
q.	Staff and volunteer transportation	\$	10,000				portion of staff transportation involved in supporting the program in large rural area
<i>Flat Rate for Administrative Costs (if applicable)</i>		\$	-	\$	-		
TOTAL		\$	52,550	\$	-		

2: CAPITAL COSTS

2.A. CAPITAL ASSETS: Provide a detailed list of all proposed individual capital assets.

a.	Any asset/expenditure requiring agreement of disposition, as per program specific Terms and Conditions and value	\$	-	\$	-		
TOTAL CAPITAL ASSETS		\$	-	\$	-		
TOTAL		\$	-	\$	-		

3: DIRECT COSTS

3.A: STAFF WAGES: Provide a detailed overview of all proposed staff wages (by position).

<p>a. Wages, Mandatory employment related costs and benefits paid to or on behalf of staff working directly on the project.</p>	<p>\$ 176,731</p>	<p>\$ -</p>	<p>Program Facilitator: 35 hours per week x \$31 per hour for 19 weeks(set up and employment strategies) = \$20,615 x 2 intakes = \$41,230-- Then Work Experience and wrap up will be at 28 hours per week x \$31 per hour for 33 weeks = \$28,644 x 2 intakes = \$57,288 = total pay of \$98,518 plus 4% vac. pay = \$39411 pay for 2 intakes = \$ 102,459 plus CPP (5.1%) = \$5225 EI (2.266%) = \$2326 Total Pay = \$110,100 Career Development Facilitator: 7 hrs/wk x 31 weeks x \$40 hr = \$8680 x 2 intakes = \$17360 x 4% vacation \$694 = \$18,054 CPP (5.1%) = \$921 EI (2.268%) = \$410 = \$19,391 Addictions & Mental Health Facilitator: 7hrs per week x 31 weeks x \$35 hr = \$7595 x 2 intakes = \$15,190 x 4% vac \$608 = total pay \$15,798 CPP(5.1%) \$806 EI (2.268%) = \$358 Total pay = \$16962 Literacy Facilitator: 7 hrs per wk x \$39 hr x 31 weeks = \$8463 x 4% Vac= \$339 x 2 intakes = total pay of \$16,926 CPP(5.1%) \$863 EI (2.268%) = \$385 Total pay = \$18174 Youth Outreach Facilitator: 7 hrs wk x \$25 hr x 31 weeks = \$5425 x 2 intakes = \$10850 x 4% vac pay = \$434 = \$11284 CPP (5.1%) \$564 EI (2.268%) \$256 TOTAL Pay = \$12,104</p>
<p>TOTAL STAFF WAGES</p>	<p>\$ 176,731</p>	<p>\$ -</p>	

3.B: PARTICIPANT COSTS: Provide a detailed overview of all proposed participant costs.					
a. Participant wages: Participant wages and mandatory employment-related costs, completion bonuses and other employment-related benefit costs where warranted by current organizational human resources policies and/or provincial/territorial labour standards	\$	225,680	\$	-	13 participants x 31 wks x 35 hrs per week x \$.8:00 per hour = \$112,840 x 2 intakes = \$225,680
b. General Project Participant Costs:	\$	-	\$	-	
i. Adaptive-technology set-up	\$	-	\$	-	
ii. Dependant care	\$	16,320	\$	-	3 children x \$4.25 per hour x 8 hours per day(40 hours per week) x 16 weeks = \$8160 x 2 intakes = \$16,320
iii. Disability-related incremental costs	\$	-	\$	-	
iv. Disability-related supports	\$	-	\$	-	
v. Emergency assistance	\$	18,000	\$	-	Housing supports of 5 participants x \$1500 for rent and damage deposit = \$7500 x 2 intakes = \$15000 Medical supports for emergencies \$1500 x 2 intakes = \$3000
vi. Living expenses	\$	247,520	\$	-	Living expenses while in employability skills sessions 13 participants X \$15 per hour x 16 weeks x 35 hours per week = \$109,200 and 2 participants under age 18 @ \$13 per hour = \$14,560 for a total per intake of \$123,760 x 2 intakes = \$247,520
vii. Materials, supplies, books and testing materials to be used by/for participants	\$	11,000	\$	-	Appropriate workwear for employment situations: clothing, uniforms, footwear: \$4000 each intake x 2 = 8000 Materials for learning(binders,paper,pens, usb sticks)= 15 participants @\$100 each = \$1500 x 2 intakes = \$3000
viii. Participation and completion recognition	\$	13,000	\$	-	13 participants per intake x \$500 = \$6500 x 2 intakes = \$13000
ix. Professional fees related to participants – sub-contracting	\$	100,608	\$	-	Heimler Assessment at beginning and end of each intake = \$9740 x 2 = \$18,940 Focused Leadership Skills: \$8310 per intake x 2 = \$16,620 Dimensions: \$3000 per intake x 2 = \$6000 Readiness environmental skills: \$4000 per intake x 2 = \$8000 Leadership Skills with certified Trainer: \$2000 per intake x2 = \$4000 15 participants x \$150 each = \$2250 x 2 = \$4500 Dangerous Goods 7 participants x \$75=\$525 x 2 = \$1050 Participants X \$75 = \$1125 x 2 intakes = \$2250 Disturbance: 8 x \$155 = \$1240 x 2 = \$2480 8 x \$150 = \$1200 x 2 = \$2400 8 x \$26.25 = \$315 x 2 = \$630 Training 15 x \$26.25 = \$393.75 x 2 = \$787.50 assessments 5 participants per intake @ \$3095 per participant=\$15,475 x 2 intakes = \$30,950 Adult Personality Indigenous Standard First Aid Transportation of WHMIS 15 Ground H2S Alive Pro-Serve: 12 Selkate Cannabis Psychological Nutriton
x. Travel, transportation	\$	62,720	\$	-	National Joint council rates will be followed: .49 cents per kilometre currently there is no transportation system in our large geographical area which covers 4051.41 Sq Kms or 1563.87 Sq Miles so we recommend paying participants mileage to get to the central spot for employment strategies programming. 10 participants x 5 days per week x 16 wks x 80 km per day x .49 cents per kilometre = \$31,360 x 2 intakes = \$62,720

TOTAL PARTICIPANT COSTS		\$ 704,288	\$ -	-	
3.C: PROJECT COSTS: Provide an overview of all proposed project costs.					
a.	Advertising	\$ -	\$ -	-	
b.	Conference attendance fees	\$ -	\$ -	-	
c.	Conference fees	\$ -	\$ -	-	
d.	Equipment lease, rental or purchase and computer software	\$ -	\$ -	-	
e.	Furniture	\$ -	\$ -	-	
f.	Goods and Services Tax / Harmonized Sales Tax / Provincial Sales Tax	\$ -	\$ -	-	
g.	Hospitality	\$ -	\$ -	-	
h.	Materials and office supplies	\$ -	\$ -	-	
i.	Memberships fees, affiliation fees and business licenses and permits	\$ -	\$ -	-	
j.	Professional fees related to project activities	\$ -	\$ -	-	
k.	Reference materials	\$ -	\$ -	-	
l.	Signage	\$ -	\$ -	-	
m.	Significant project costs associated with the following types of expenditures: Contracting (if contracted specifically to support the project)	\$ -	\$ -	-	
	i. Internet and other information technology requirements	\$ -	\$ -	-	
	ii. Postage fees	\$ -	\$ -	-	
	iii. Printing fees	\$ -	\$ -	-	
	iv. Professional development for staff	\$ -	\$ -	-	
	v. Telephone	\$ -	\$ -	-	
n.	Costs related to transition/wind-down	\$ -	\$ -	-	
o.	Staff disability supports	\$ -	\$ -	-	
p.	Staff training for disability-related issues	\$ -	\$ -	-	
q.	Utilities	\$ -	\$ -	-	
r.	Support to individuals	\$ -	\$ -	-	
	<i>Fleet Rate for Project Costs (if applicable)</i>	\$ -	\$ -	-	
TOTAL PROJECT COSTS		\$ -	\$ -	-	
3.D: RENT: Provide a detailed overview of all proposed rental costs.					
a.	Rent, lease, repairs and leasehold improvements	\$ 8,000	\$ -	-	rental of basement at Flagstaff Community Foundation offices (letter attached) 4 months x \$1000 per month = \$4000 x 2 intakes = \$8000
TOTAL RENT COSTS		\$ 8,000	\$ -	-	
3.E: TRAVEL: Provide a detailed overview of all proposed travel costs.					
a.	Staff, consultant and volunteer travel as per staff/volunteer travel claims; international travel where warranted	\$ 5,880	\$ -	-	6000 kms per intake @ .49 cents per km = \$2940 x 2 intakes = \$5880
TOTAL TRAVEL COSTS		\$ 5,880	\$ -	-	
TOTAL (3.A + 3.B + 3.C + 3.D + 3.E)		\$ 894,899	\$ -	-	
TOTAL PROJECT BUDGET REQUESTED FROM ESDC (1 + 2 + 3)		\$ 947,449	\$ -	-	ADD ADDITIONAL DETAILS HERE (if applicable)

GED tuition fees : 3 participants x \$240 each = \$720 x 2 intakes = \$1440
 Tuition fees for Adult students to get High School credits and courses so they can move on to College: 5 courses x \$800 per course = \$4000 x 2 = \$8000

OTHER SOURCES OF FUNDING: The Applicant must identify any other source of funding for this project. The source could be public (other federal department, provincial government, municipal government, university, school board, etc.) or private (including the Applicant's own contribution).

SOURCE	DETAILS (if applicable)	CASH	IN-KIND
Flagstaff Community Foundation building located at 4809 49th Avenue in Killiam (letter of support attached)	rental support in-kind: decrease in room rental of Flagstaff Community Foundation basement of building is 3000 square feet, plus use of Board Room and offices for staff	\$	\$ 27,400
Flagstaff Family and Community Services: food and nutrition information and supplies of food (letter of support attached)	purchase of food for nutrition and cooking classes and tupperware class	\$	\$ 6,050
Flagstaff Family Dayhome Society assistance with program and jobs (letter attached) Healthy Families: assistance with clients, parenting assistance, pre-natal or post-natal assistance, referrals and other partnering in project (letter attached) Alberta Health Services--Community Addiction and Mental Health: courses in addictions, substance abuse etc. (letter attached)	participant assistance with child care, possible employer for entrepreneurs	\$	\$ 11,000
wage subsidy from Employers 13 participants x 31 wks x 35 hrs per week x \$7.00 per hour = \$98,735 x 2 intakes = \$197,470 plus MERCOS @ 7.4 % = \$14,613 for a total over 2 intakes of \$209,752		\$	\$ 212,083
TOTAL		\$	\$ 44,450

TOTAL RECOMMENDED PROJECT BUDGET COST (1 + 2 + 3 + OTHER SOURCES OF FUNDING) \$ 256,533